

OSA-6438-63

31 December 1963

MEMORANDUM FOR: OSA Deputies and Staff, Division, and  
Branch Chiefs

SUBJECT: Operation Cleanup

1. At Colonel Ledford's 31 December 1963 Staff Meeting, he commented concerning the deplorable state of cleanliness and orderliness in OSA space. No doubt this condition is to some extent a consequence of the physical movement of certain of our elements to new space. However, conditions have now deteriorated to the extent that immediate and positive corrective action must be taken. Colonel Ledford has directed that all offices will refrain from using the tops of safes, cabinets, etc. as storage areas. All such surfaces will be completely void of all materials. If additional storage containers are required for these materials, they should be procured, or the material should be disposed of properly. This same policy will pertain to all desk surfaces at the close of business. As a general rule, all extraneous items, which tend to detract from an orderly appearance, will be properly stored or otherwise removed from the scene.
2. Colonel Ledford further announced that on Saturday, 4 January 1964, and all Saturdays thereafter as necessary, he will personally inspect OSA Division areas to ascertain the degree of compliance with the foregoing. Colonel Ledford will expect each Division Chief to be present in his area at 0900 on 4 January.
3. Quite apart from the desire to improve the appearance of the OSA space, this whole effort is also directed toward creating a situation wherein the excessive number of security violations which have occurred in the past will decrease sharply.

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4. One further announcement was made by Colonel Ledford. On the occasion of the next security violation charged to a given Division or Staff, the head of that Division or Staff will be required to personally conduct a security check of the entire OSA space for five consecutive working days following the day of the violation. This check will be conducted at 2100 hours each evening.

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Executive Officer, OSA

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EO/OSA [redacted] (31 Dec 63)

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